



REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

<u>Date:</u> 2 1 2012	<u>Interviewer:</u> Sue Guenter-Schlesinger	RFA #12 – 02
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> staff		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.)</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Respondent (if app.): Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Complaint Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
12/29/11	Memo left under Jamie Granger and Bill Managan's doors prior night	Anonymous memo to Don, Mike and Jamie, copying Bill, from custodians working swing shift. Memo raises concerns re: having a lead custodian 3 who assigns himself the easiest jobs and does not work the full shift. Bill notes that there was no indication of which team the letter was about, and that Don Bakkensen would investigate.
1/9/12	Memo from [REDACTED] to Bill Managan	[REDACTED] says that [REDACTED] forbids co-workers from helping her but requires her to help others, describes her as a "stupid english speaker, and a slow worker." [REDACTED] alleges that [REDACTED] does not do much work, plays on the computer, and sleeps at work. Recently when [REDACTED] and a co-worker were talking about a Hummer car, [REDACTED] jumped into the conversation in [REDACTED] saying "hot groin and some very bad I can't say." [REDACTED] asks [REDACTED] for his opinion when working "with an arrogant, an abusive and sex harassment."
January-February 2012	Don Bakkensen investigates	Don interviewed seven custodians. In 2/1/12 email from Bill to John Furman, Bill summarizes that Don found evidence of computer use by [REDACTED] during shifts, leaving for unexplained absences, leadership and anger management issues. Custodians afraid of [REDACTED].

2/1/12	Email from John Furman to Chief Stegmeier, Chyerl Wolfe-Lee, Sue	Seeking assistance in resolution of what until today looked like "an administrative action."
	Threat assessment meeting	Chief Stegmeier, Chyerl, Wendy Bohlke, Sue, Emily Gibson, Bianca Smith, Dave Garcia, Sherry Mallory, Bill Managan
3/15/12	Email from John Furman to SGS	Outlining resolution plan John followed. See Email in file. ■■■ issued letter of reprimand and assigned to a different team.
		Sue consulted with John Furman and Rich Van Den Hul re: need to understand whether ■■■ has remaining concerns about sexual harassment.
3/30/12	Message for Sue from John Furman	He will follow up with ■■■ and get back to us.
4/2/12	Memo from John Furman	March 30 John met with ■■■ to determine whether he had addressed her concerns re: alleged sexual harassment satisfactorily. John reiterated that ■■■ can also contact EOO whenever she chooses. No additional instances of harassment have occurred since the team assignment was changed. John believes ■■■ sexual harassment concerns have been satisfactorily addressed and he will check in with ■■■ and with ■■■ supervisors periodically going forward. Memo in file.